

**INDUSTRIAL ELECTRICIAN SUPERVISOR**

**DEFINITION**

Under direction, plans, coordinates, assigns, participates in, directs and supervises the day-to-day operation, installation, repair and maintenance of the electrical, electronic and computerized aspects of the City's wastewater, industrial waste and power generation facilities.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Chief of Wastewater Facilities Maintenance. Exercises supervision over technical, skilled and journey level staff.

**DISTINGUISHING CHARACTERISTICS**

The Industrial Electrician Supervisor is distinguished from the Electrician by its first-line supervisory responsibilities. Industrial Electrician Supervisor is distinguished from the Chief of Wastewater Facilities Maintenance which is responsible to plan, coordinate and direct the overall operation and maintenance activities of City wastewater, industrial waste and power generation facilities.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Plans, coordinates, assigns, participates in, directs and supervises the day-to-day work activities of staff performing skilled, technical and journey level work in the administration, operation, installation, maintenance and repair of motors, controls, instrumentation, programmable logic controllers, fire alarm and security systems, computerized distributed control, telemetry, network systems, and a wide variety of other electrical and electronic systems and equipment.

Plans, schedules, assigns and evaluates staff; ensures adherence to policies, procedures, rules, regulations, work methods and safety practices; ensures compliance with local, state and federal statutes, rules and regulations.

Identifies electrical, instrumentation and computerized control systems deficiencies and performance; assesses effective remedial methods for a variety of operational problems; compiles and collects data to select, define and analyze improvement strategies.

Plans and executes electrical, instrumentation and computerized control systems, programs and measures designed to enhance service, prevent service interruption, protect capital investment, meet statutory requirements and other associated goals and objectives.

Ensures timely response and investigation of accidents, inquiries and complaints; prompt correction of faulty conditions; appropriate emergency operations and repairs.

Plans and executes preventative maintenance programs and measures designed to prevent service interruption and protect capital investment.

Ensures timely response and investigation of all customer complaints; prompt correction of faulty conditions; appropriate emergency operational approaches and repairs.

Coordinates the division's electrical, electronic and computerized activities with other City departments, divisions, utility companies, contractors, vendors and other public agencies.

Estimates labor, materials and equipment needs and orders materials; maintains records of work time, material usage and work performed; routinely records and reports project work activities.

Develops recommendations for staffing modifications and improvement, and for the purchase of equipment appropriate to wastewater, industrial waste and power generation facilities.

Prepares or directs the preparation of necessary reports, logs, memoranda, correspondence and other data.

Assists and participates in goal setting, budgeting, strategic planning and organizational development for the division; may identify barriers to goal achievement; recommend and implement solutions.

May be required, depending on assignment, to wear and use a respirator consistent with state mandates; work evenings, weekends and holidays.

Performs other associated duties as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Considerable Knowledge of:**

The materials, methods, principles, practices, and equipment used in testing, cleaning, maintaining, inspecting, repairing, installing, troubleshooting, operating and constructing electrical, electronic, computerized and networked systems peculiar to industrial, wastewater, industrial waste or power generation facility environments.

Principles and practices of electrical, electronic and computerized systems related to industrial, wastewater, industrial waste or power generation facility operations; industrial-based instrumentation and telemetry instrumentation; programmable logic controllers, ladder logic, data bases; programming methods and related programs.

Local, state and federal statutes, codes, rules, and regulations governing electrical permitting and inspection activities and processes.

**Knowledge of:**

Safety practices applicable to industrial environments and the trade.

Operational, maintenance and repair characteristics of electrical, electronic, and computerized systems employed in industrial environments.

Principles and practices of budgeting, project costing and projecting future needs.

Contemporary management practices.

**Skill to:**

Use and care of all equipment and tools and equipment.

**Ability to:**

Plan, coordinate, assign and direct the work of subordinate staff.

Supervise, train and evaluate subordinate staff.

Read and interpret, plans, specifications, diagrams, and schematics.

Locate and correct defects in electrical, electronic and computerized systems and equipment, including high voltage and related equipment up to and including 70 kilovolts.

Perform arduous outdoor work requiring strength and agility.

Communicate effectively, orally and in writing.

Establish and maintain effective working relationships at all organizational levels, including with the public.

Use computer technology proficiently.

**MINIMUM QUALIFICATIONS**

**Experience:**

Three years of full-time, journey level, electrician experience involving troubleshooting a wide variety of electrical/electronic repairs and installation, and which includes one year of full-time experience providing lead or full first-line supervisory direction.

**Education:**

Completion of a recognized apprenticeship program.

**OR**

**Experience:**

Five years of full-time, journey level, industrial electrician experience involving troubleshooting a wide variety of electrical/electronic repairs and installation, and which includes two years of full-time experience providing lead or full first-line supervisory direction, may be substituted for the required apprenticeship.

**Special Requirements:**

At the time of appointment, possession and maintenance of a valid Class C California Driver's License may be required.

Significant experience working in an industrial facility is highly desired.

APPROVED: \_\_\_\_\_

Director of Personnel Services

DATE: \_\_\_\_\_